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15 APR 1977

Executive Registry
77-9761

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director of Central Intelligence
 Deputy Director for Administration

FROM : F. W. M. Janney
 Director of Personnel

SUBJECT : Contract Employees, Independent Contractors and
 Consultants

REFERENCE : Memorandum, dated 6 April 1977, from the DCI to the
 DDA, Subject: Contractors

1. Action Requested: None; for information only. This memorandum is in response to your request for the number of contract employees, independent contractors, or consultants in the Agency.

2. Background:

a. The following is a brief summation of the three types of contract personnel:

(1) Contract Employees: Although they are not appointed (i.e., staff) employees, contract employees are employees of the U.S. Government: an employer-employee relationship exists with the Government having the right to control and direct the individual who performs the services not only as to the result to be accomplished by the work but also as to the details and means by which that result is accomplished. Attachment A is a statistical summary of the contract employees on board in the Agency as of 31 March 1977.

(2) Independent Contractors: Independent contractors are not employees of the U.S. Government. In their role of providing services to the Government, they are self-employed individuals who are engaged under contract to provide specific services. They are not supervised or directed in their work by U.S. Government

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personnel, and the Government has no right of direct control over the means, manner, or details by which the agreed-upon tasks or services are performed. Attachment B is a statistical summary of the independent contractors.

(3) Consultants: A consultant is an individual with unusual or special skills, knowledge, or experience who is engaged to serve the Agency in an advisory capacity. Attachment C is a statistical summary of the consultants on board as of 31 March 1977.

b. Effective 1 July 1975, the Agency adopted the single personnel ceiling. The single employment ceiling applies to all full-time permanent appointed (staff) and contract employees. Employment of other categories of personnel, such as part-time and intermittent individuals, is controlled by the availability of budgeted funds in the appropriate subobject class. Those individuals are not charged to the ceiling for full-time permanent personnel.

(1) Full-Time Permanent Employees are appointed or contract employees who are regularly scheduled to work 40 hours per week and whose term of employment with the Agency will be in excess of one year.

(2) Temporary Employees are appointed or contract employees who may be employed on a full-time or part-time basis and whose term of employment will be one year or less from the date of initial employment. This category also includes those individuals hired by contract under the Summer Intern Program. The Summer Intern Program is a graduate student program of individuals majoring primarily in economics, geography, foreign languages or foreign areas studies. The purpose of the program primarily is to identify qualified graduate students who, we hope, will join us on a full-time basis when they have obtained their graduate degree. We anticipate 65 such individuals to be on board in the summer of 1977 as compared to 50 in the summer of 1976.

(3) Part-Time Employees are appointed or contract employees who are employed on a regular tour of duty of 30 hours or less per week.

(4) Intermittent Employees are appointed or contract employees whose employment is irregular or occasional with hours

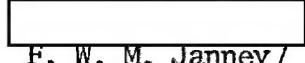
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or days of work not on a prearranged schedule and with compensation paid only for the time actually worked.

25X1 (5) Other Employees Not Included in Full-Time Permanent Category are new clericals carried on the rolls of the Office of Personnel pending their first assignment, employees liquidating their accrued sick leave pending disability retirement, and cooperative education student employees. The Agency has an informal Co-Op arrangement with 30 colleges and universities whereby students spend every other semester with the Agency in a work environment. Most co-op programs are of a five-year duration. These students are pursuing a bachelor's degree in the sciences and engineering disciplines. The purpose of the program is to aid us in identifying employees in a hard-to-get category who might ultimately become permanent employees. As of 31 March 1977, there were 103 co-ops in the Agency, 58 of whom were in a leave without pay (LWOP) status while attending their current college semester.


F. W. M. Janney
Director of Personnel

Attachments:
As Stated

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Remarks:

To 6: Please let me know how long this will take.

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B. C. Evans
Executive Secretary
7 Apr 77

Date

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